

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

Human Resources Office, 498 Ave Lukusa, Kinshasa

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ANNOUNCEMENT NUMBER: 11-43

**OPEN TO:** **Current employees of the Mission** – All Agencies  
**POSITION:** **Custodian Supervisor, FSN-1305-4; FP-AA**  
**OPENING DATE:** June 13, 2011  
**CLOSING DATE:** June 27, 2011  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.  
(Position Grade: FP-AA to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Custodian Supervisor in the Facilities Section.*

## **BASIC FUNCTION OF POSITION**

On a daily basis supervises a workforce of 15 cleaning and house keeping staff that cleans the offices in the embassy. Ensures all areas are cleaned by the staff according to the embassy's standards, and also the offices' occupants.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**Education:** Completion of high school is required

**Experience:** Two years experience in clerical matters and shop experience related to janitorial work is required.

**Language Proficiency:** Level II I (Good Working Knowledge) spoken English and French is required. Also level III Lingala (Good working knowledge) is required

**Knowledge:** Superior knowledge of cleaning techniques, supplies, chemicals and equipment is required. Knowledge of equipment to be used in the cleaning. Knowledge of cleaning and sanitation techniques.

**Skills and Abilities:** Ability to follow directions and learn to use new job-related equipment, techniques, chemicals and supplies. Must be excellent communicator of information. Must be able to schedule Char force in Excel spreadsheet. Must be able to respond to urgent requests from the embassy offices such as to clean spills and or specific cleaning problems. Ability to motivate workers.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

*The US Mission is an equal opportunity employer.*

**CLOSING DATE:** June 27, 2011

Drafted: HR: FNSASU

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